

Policy Title:	Careers Education, Information, Advice and Guidance
Policy Reference:	TOA134
Description:	This policy explains the Careers Education provision at The Oxford Academy
Status:	Statutory (Ofsted)
Category:	Student
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Updated:	September 2018
Other relevant TOA policies	TOA129 - Work-Related Learning
Approved by the Governing Board on:	
Date for Review:	September 2020

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THE OXFORD ACADEMY

Careers Education, Information, Advice and Guidance (CEIAG) Policy

1. Rationale

The Department for Education (DFE) in 2012 made it a statutory duty for all schools to offer impartial Careers advice and guidance for their students in years 8-13. They also recommended that students had access to a planned careers programme which is delivered by the school but supported by specialist input from local employers, apprenticeship and Post 16 providers. Recently in December 2017 and in January 2018 the DFE provided a further Careers Strategy guidance and the requirement for all schools to provide access to providers to promote post 16 opportunities to increase participation.

We recognise that effective careers guidance contributes to raising aspirations, improving motivation and overcoming barriers to success. The Oxford Academy has a critical role to play in preparing our young people for the next stage of their education or training and beyond. Our expectations are high, including for our most vulnerable and those with special educational needs and disabilities, so that every student is challenged appropriately and acquires the knowledge, skills and attitudes for lifelong learning that employers value. This will help every young person to realise their potential and enhance their employability.

The Oxford Academy is committed to not just fulfilling its statutory requirements in this area but to providing students with exceptional support and guidance throughout their time at school. Students have access to impartial and inspirational careers information, advice and guidance from the time they start at The Oxford Academy in Year 7 through to Year 13 and beyond.

We are also committed to meeting the Gatsby Benchmarks as set out in the government careers strategy and supported by the Careers and Enterprise Company as follows:

- i) A stable careers programme
- ii) Learning from career and labour market information
- iii) Addressing the needs of each student
- iv) Linking curriculum learning to careers
- v) Encounters with employers and employees
- vi) Experiences of workplaces
- vii) Encounters with further and higher education
- viii) Personal guidance

2. Commitment

The Oxford Academy is committed to providing students with a planned and progressive programme of careers education, information, advice and guidance that will increase their knowledge and understanding of the world of work and the qualification pathways suitable for their individual needs.

The Oxford Academy is continuing to work towards achieving the Investors in Careers Award to ensure the quality of our careers provision.

The careers programme contributes to raising aspirations, improving motivation and overcoming barriers to success.

We employ the services of an external provider, Adviza, to deliver independent and impartial careers guidance to individual students. The careers guidance focuses on the specific needs of individuals providing current and relevant information to support students to make informed decisions about their future.

3. Aims

The Oxford Academy aims to prepare all students for their futures by providing independent and impartial information, advice and guidance, to help students to make successful progression to further and/or higher education, training and work (including apprenticeships).

4. Objectives

CEIAG at The Oxford Academy has clear objectives as outlined in the new CDI 'Framework for careers, employability and enterprise education 7-19'. We look to enable our students to:

- develop themselves and their aspirations through careers, employability and enterprise education (Self Development)
- learn about careers and the world of work and build strong connections with employers (Career Exploration)
- develop their career management, employability and enterprise skills (Careers Management)

5. Implementation

5.1 Leadership and Management

The Oxford Academy has appointed a member of the senior leadership team to lead CEIAG (VAE). The SLT lead will advise on and oversee the management of CEIAG.

The Oxford Academy has a Careers Lead (PET) whose responsibility it is to coordinate CEIAG and work related learning and to facilitate impartial careers guidance interviews for students.

5.2 **Staffing**

The Oxford Academy provides access to appropriately qualified, independent and impartial careers advisers employed by Adviza.

All teaching staff contribute to CEIAG through their roles as tutors and subject teachers. Tutors have an important role to play in signposting students to where they can get further information, advice and guidance.

The CEIAG programme is planned, monitored and evaluated by the Careers Lead in consultation with the senior leadership team.

5.3 **Staff Training**

The Careers Lead will undergo training supported by the Careers and Enterprise Company and will cascade information to relevant staff and tutors.

5.4 **Partnerships**

An annual Partnership Agreement is negotiated between The Oxford Academy and Adviza which identifies the contributions to the programme that each will make. The Partnership Agreement is reviewed termly and the programme is reviewed annually by the Careers Lead and the Adviza staff using the quality standards for CEG to identify areas for improvement.

The Oxford Academy has strong links with local learning providers; City of Oxford College and Abingdon & Witney College, apprenticeship and training providers and HE institutions through “Study Higher” and school liaison staff at Oxford Brookes University

The Oxford Academy also works in partnership with IntoUniversity, Business in the Community (BiTC) and Oxfordshire LEP in order to provide additional opportunities for students to develop the skills and knowledge required to support their entry to further education or employment.

Links with parents and/or carers are maintained using a variety of methods (parental leaflets, letters, options evenings, Post 16 Evenings).

5.5 Resources

Funding is allocated in the annual budget planning round in the context of whole Academy priorities and particular needs in the CEIAG area. The Careers Lead is responsible for the effective deployment of resources.

6. Curriculum

6.1 The Careers Programme

The careers programme is delivered through off timetable Personal Development (PD) days, sessions in tutor time and Citizenship lessons. In addition, individual and/or group impartial career guidance meetings are arranged for all students in Year 11 and targeted students in Year 8 to support with option choices. This service is available on request to students in all other year groups.

The careers programme also includes visits to universities for students across all year groups, employer visits and a Year 11 trip to Careers Fest. Motivational workshops and seminars are delivered by providers and partnership organisations such as IntoUniversity and Oxford Brookes University.

Careers information resources are available to all students in the school library and in the Community and Careers Office. Access to careers software and the internet is easily available.

Work-related learning includes a work experience placement week in Year 10 and again in Year 12. Work experience preparation and follow-up take place in assemblies, tutor time and collapsed timetable sessions.

7. Monitoring, Evaluation and Review

The SLT Lead and Careers Lead will be responsible for the monitoring, review and evaluation of the programme. Students will be consulted on the impact of the CEIAG programme and changes may be made as a result.

The programme will continue to be evaluated formally and informally by discussion with key stakeholders, including teachers delivering the programme, students, Adviza staff and parents. This will take place in a variety of formats:

- Evaluation forms will be completed by students at the end of careers activities and small focus groups of students will be convened to discuss the quality of the careers programme
- Feedback to the Careers Lead from Adviza staff about how prepared students are for their careers guidance interview.

- The Gatsby Benchmarks will be used to identify desirable improvements in the programme.

The Governing Board will review this policy every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout The Oxford Academy.

- Signatures: Headteacher and Chair of Governors
- Date of adoption
- Date of next biennial review

Annex 1:

Contact Details

The Oxford Academy

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SLT Lead	Jess Vaisey Jessica.Vaisey@theoxfordacademy.org.uk 01865 774311
Careers Adviser, Adviza	Angela Walker AngelaWalker@adviza.org.uk www.adviza.org.uk
Link Governor	Ellie Payne epayne@wheatleypark.org

Pupil entitlement

Students in years 8-13 are entitled to:

- find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- understand how to make applications for the full range of academic and technical courses

Appendix 1

Provider Access Statement

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Management of provider access requests

Procedure

A provider wishing to request access should contact Rosie Butler or Tom Peterson in the Community and Careers Department Email: Careers@theoxfordacademy.org.uk. Telephone: 01865 774311

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

	Autumn Term	Spring Term	Summer Term
Year 8		<ul style="list-style-type: none">• Options Evening• Decisions Workshop• Human Library	
Year 9	<ul style="list-style-type: none">• Enterprise Workshop		PD Day - Life skills
Year 10	<ul style="list-style-type: none">• Assembly on work experience	<ul style="list-style-type: none">• Work experience preparation assemblies• World of work sessions with speakers from business	<ul style="list-style-type: none">• work experience preparation Day• Debrief on Work Experience• CV writing• PD Day - new technology & the world of work
Year 11	<ul style="list-style-type: none">• Assembly on Post 16 options	<ul style="list-style-type: none">• Post 16 Pathways Evening	<ul style="list-style-type: none">• Individual careers interviews with external

	<ul style="list-style-type: none"> • Future Options Workshops (group sessions on apprenticeships, college, university and sixth form) • Individual careers interviews with external careers adviser 	<ul style="list-style-type: none"> • Careers Fest • Apprenticeship support sessions • NCS assembly • Individual careers interviews with external careers adviser 	<ul style="list-style-type: none"> careers adviser • Sixth form induction and taster sessions
Year 12	<ul style="list-style-type: none"> • NCS Assembly 	<ul style="list-style-type: none"> • Apprenticeship Workshop • Apprenticeship Fair • Work experience preparation • Individual careers interviews on request • HE Fair 	<ul style="list-style-type: none"> • Work Experience • Futures Conference – Interview technique session, UCAS workshop, life skills sessions, labour market information session • Individual careers interviews on request
Year 13	<ul style="list-style-type: none"> • HE Preparation sessions • Individual careers interviews on request 	<ul style="list-style-type: none"> • Apprenticeship workshops • Individual careers interviews on request 	<ul style="list-style-type: none"> • Apprenticeship recruitment information delivered in Pd sessions • Individual careers interviews on request

Please speak to our Careers Lead, Tom Peterson, to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Manager. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Community and Careers Office or the school librarian. The Learning Resource Centre is available to all students at lunch and break times.